

Announcement Number 17/15

The United States Agency for International Development (USAID/Caucasus) in Tbilisi, Georgia is seeking applications for the position of:

Project Management Specialist (Office of Democracy and Governance), FSN-11

OPEN TO: All interested candidates

OPENING DATE: March 31, 2015

CLOSING DATE: April 14, 2015

Basic Function: The Project Management Specialist (Democracy and Governance) is located in the Office of Democracy and Governance (DG), USAID/Caucasus, Tbilisi, Georgia. The Specialist will serve as the Agreement Officer's Representative (AOR) for activities/awards managed by the office. Mission DG activities/awards are designed to promote democratic development and good governance within Georgia. The Specialist advises the Office Director and other USAID and USG staff on matters of democratic reform and good governance, including issues relating specifically to elections and political processes and transparent and accountable governance. The Specialist monitors democracy and governance events, prepares analysis and briefing material for the Mission and the Embassy on important trends and directions, provides liaison with other donors and works to coordinate efforts and leverage assistance in fields relating to the democratic development and good governance. S/he prepares and justifies program/project recommendations, Scope of Work, procurement documents, and other required documentation and shepherds recommendations and USAID business processes through to approval. The employee exercises well-developed inter-personal and diplomatic skills to build relationships with high-level Government of Georgia (GoG) counterparts, PVO/NGO personnel, other donor organization staffs, Mission management, and senior Embassy and USAID/Washington staff.

S/he develops and monitors budgets for assigned activities/awards, provides senior-level and specialized technical guidance to implementing partners (IPs), reviews and approves their work plans, performance management plans, approves hiring of key personnel and provides administrative approval for payments. The employee drafts statements of work (SOWs) for carrying out studies, including program evaluations and needs assessments, personally participates in selected program evaluations and needs assessments, often contributing as author or co-author.

The Specialist prepares input for annual Mission and Agency reporting, and tracks performance against established indicators and targets, evaluates fully implemented activities, focusing on impact, lessons learned, and problem areas and how these problems have been or may have been overcome, assists in preparing annual assessments of host-country progress toward achievement of democracy and governance goals.

The Specialist supports the USAID Mission in Georgia in its efforts to implement USAID Forward reforms, which aim to increase direct engagement with and leadership by local stakeholders, including the Government of Georgia and local non-governmental organizations and provides expertise and contributions to the Mission's efforts to improve the success of USAID Forward reforms.

Position Grade: Full performance grade level for this position is: FSN-11. A training grade level, below FSN -11, may be established depending on the relevant work experience of the applicant.

Required Qualifications:

Education: A Masters Degree in public administration, policy analysis, law, international development, political science, or other related field is required.

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Work experience: At least seven years of progressively responsible experience is required, experience must be directly related to the promotion of democratic development and good governance and particularly elections and political processes and/or transparent and accountable governance.

Language Proficiency: Level IV (fluent) in English and Georgian is required. Incumbent must have excellent English writing skills, be able to communicate fluently in English and Georgian, as well as be able to present findings and recommendations effectively in written and oral forms in both languages.

Knowledge: A thorough understanding of the concepts, principles, techniques, and practices of democratic development and good governance is required. Must have a thorough knowledge of political, economic, and social current events in Georgia and the region; and of political and developmental realities, prospects, and priorities in Georgia.

Skills and Abilities: Ability to establish and maintain contacts with senior-level officials of the GoG, the Parliament, courts, local government, political parties, PVOs/NGOs, independent media, and the donor community. Ability to explain and defend USAID project policies, objectives, and procedures. Ability to plan, develop, manage, and evaluate important programs/projects. Computer proficiency is required.

How To Apply: Completed Application Form OF-612, a Current Résumé/CV, and a cover memo highlighting your qualifications specifically related to the position description must be sent to the following e-mail address: HROTBilisi@state.gov. All applications must be signed and have the position number and position title identified. Late applications will not be accepted.

If a full position description is needed please contact Human Resources Office.

Mail Application to:

US Embassy
Human Resources Office
11 George Balanchine Street
Tbilisi, Georgia
Zip Code: 0131
Fax: (995-32) 227-77-07

Only short-listed applicants will be contacted. Telephone calls or individual appointments will not be accepted.